Template – Disciplinary Letter

**NOTE:**

This letter is to the Student from the Department Head / Associate Dean / Dean / Director in the case that there will be discipline. Please consult with sections 2.22 to 2.25 of the [Student Non-Academic Misconduct and Concerning Behaviour Procedure](https://umanitoba.ca/admin/governance/media/Student_Non-Academic_Misconduct_and_Concerning_Behaviour_Procedure_-_2018_09_01.pdf) prior to contacting the student.

The items identified below comprise the essential items that should be included in your initial letter to the student, in accordance with section 2.22 of the [Student Non-Academic Misconduct and Concerning Behaviour Procedure](https://umanitoba.ca/admin/governance/media/Student_Non-Academic_Misconduct_and_Concerning_Behaviour_Procedure_-_2018_09_01.pdf).

The template is organized so that the letter will be clear and contain the necessary information for the student.

Each heading contains information that should be included in the letter and there are samples of text that you may wish to use or edit slightly for your own purposes. The headings themselves SHOULD NOT be included in your final letter.

A sample of a letter, entitled "Sample – Disciplinary Letter", is included under the Sample Letters heading.

# Prepare your letter on official letterhead of the office of the author of the letter. Include in the heading the following details:

[Date]

Student Name

Student Address

Student Number

Delivery Option (e.g. registered mail, pdf letter via UofM email and hard copy via mail)

Dear \_\_\_\_\_\_\_\_\_\_\_:

Re: Student Non-Academic Misconduct – Incident on [date]

# Summarize the allegations and refer to or enclose initial letter to student:

On [date], I met with you to discuss my letter to you of [date of letter informing student of allegation], enclosed, and the allegations of [describe alleged misconduct]. [Names and titles of others at meeting] also attended the meeting.

# Summarize the meeting, key timelines in investigation, and key evidence obtained through the investigation, including (if applicable) an indication of which key evidence was considered credible and reliable, and reference any aggravating or mitigating circumstances that were assessed

At our meeting, we discussed the multiple reports that the University has received from various areas of campus regarding your inappropriate behaviour, including reports from      ,      ,      , and from      , indicating that your behaviour has made them feel uncomfortable or unsafe. We also reviewed the documents that you provided to me, including emails and computer screen shots, in response to the reports. In reviewing these documents, three main points arose that are of great concern to the University:

* There is no real contradiction between the reports received and your response to the reports. You appear, however, to have no awareness that your conduct is inappropriate.
* You have demonstrated an inability to understand social cues and you have a pattern of making your fellow classmates feel uncomfortable or unsafe in your presence.
* These patterns and themes raise safety concerns for the University community in general.
* You have made statements in your own documents and other communications on the themes of depression, suicidal thoughts and thoughts of self-harm. These themes raise concerns for the University with respect to your health and well-being.

# Inform student of your assessment and decision:

I find that, on a balance of probabilities, you have [describe non-academic misconduct].

# Indicate disciplinary action:

Under the Student Discipline Bylaw and Student Non-Academic Misconduct and Concerning Behaviour Procedure, I have the authority to deal with inappropriate or disruptive behaviour by students and to impose discipline relating to such inappropriate or disruptive behaviour.

In response to the reports received and the concerning themes outlined above, I have decided to implement the following disciplinary action against you:

* Reprimand recorded on Transcript until [Date]. A reprimand will be recorded on your transcript until [Date], to convey stern disapproval of your actions.
* Conditions Prescribing Future Conduct. You must meet a number of conditions in order to continue your studies at the University of Manitoba. These will include:
	1. Meeting with Office of Human Rights and Conflict Management. You are required to meet with a member of the Office of Human Rights and Conflict Management, on such schedule as may be prescribed, to ensure your understanding and compliance with the Respectful Work and Learning Environment policy and related procedures. Please contact Ms. Anitra Squires, Confidential Intake Officer, at 204-474--6348 or anitra.squires@umanitoba.ca to set up an appointment.
	2. Student Counselling.You must contact the Student Counselling Centre (204-474-8619) to set up an appointment so that a counsellor may assess your current status and develop a plan to address your ongoing counselling needs. You will be expected to follow the plan developed by your counsellor. You must grant permission for University staff to speak to your counsellor, at such intervals as we deem appropriate, in order to confirm:
		1. That your health is stable enough for you to not pose an immediate danger to yourself and to allow you to participate constructively in the University community; and
		2. That you are complying with his recommended treatment.
	3. Student Support Case Manager. You must contact a Student Support Case Manager to book an appointment, at 204-474-7423 or stadv@umanitoba.ca by [date], to schedule an appointment and discuss your situation and advise as to your plans to successfully complete your academic program.
	4. No Contact.You will refrain from contacting directly or indirectly the following people: [names].
	5. Academic Plan.You must grant permission for the University staff to speak to your academic and student advisors, who must in turn be able to confirm:
		1. That you are making reasonable attempts to follow a recommended academic plan; and
		2. That you are making reasonable attempts to participate, seek out social support and advice.
	6. Compliance with Policies. You will ensure that you maintain a respectful work and learning environment and no further incidents of inappropriate behaviour occur. You will familiarize yourself with the University’s policies and procedures, located online at <http://www.umanitoba.ca/admin/governance/571.html>, including the following in particular:
		1. Respectful Work and Learning Environment policy and related procedure;
		2. Student Discipline Bylaw and related procedures; and
		3. Violent or Threatening Behaviour policy and procedure.
* Restitution. You will pay restitution to the University for the costs of cleaning up the damage you caused by your actions, in the amount of **$**, for the following:

Caretaking Supervisors –       hours x       @ $     : $

Caretakers –       hours x       @ $     : $

Service Coordinator –       hours x       @ $     : $

Electrical –       hours x       @ $     : $

General Service –       hours x       @ $     : $

 **TOTAL DAMAGES: $**

A hold will be placed on your student account until this payment is made. Please contact       to arrange payment.

* Apology. You will write a letter of apology to       for your actions. This apology letter will be delivered to       care of the Dean's Office. You are required to deliver the letter to [dean's confidential assistant] by email or by delivery to the Dean's Office no later than [date].

Please note that any further incidents of inappropriate or disruptive behaviour will be considered in the context of this incident and may result in disciplinary action against you.

# Inform about the right to appeal

If you disagree with the decision, you may appeal it to the Local Discipline Committee by filing an appeal at the Dean's Office within 10 working days of this letter. You may seek assistance on an appeal from Student Advocacy (204-474-7423). If you need to come onto campus for the limited purposes of attending an appeal hearing, you must first make arrangements with UMSS (204-474-9312).

# Sign letter and identify where copies are sent:

Yours truly,

[Your name]

[Your title]

cc. Laurie Schnarr, Vice-Provost (Students)

 Jeff Adams, Registrar

      , [Dean or Department Head], [Faculty/Department of Registration]